

Attachment 1

Statement of Work with  
Exhibits 1 - 7

## **Statement of Work**

### **1.0 General**

*The U.S. Environmental Protection Agency's National Exposure Research Laboratory in Las Vegas, Nevada occupies three leased buildings on the campus of the University of Nevada, Las Vegas (UNLV). The main facility at 944 East Harmon has three buildings with approximately 52,000 square feet. The contractor shall be responsible for the operation, maintenance, and repair services for each of these buildings.*

*Please note the following statement is provided for information purposes only to make the contractor aware of potential future change in scope: The locations and scope of work pertaining to the Statement of Work (SOW) may change during the course of the contract. There is a potential that there may be reduction in scope in later periods of performance. The extent of any reduction and the time period for any changes in scope are unknown at this time. The contractor should not have the above stated potential future change in scope included in their pricing for this SOW until a revised SOW is provided by the contracting officer. Pricing shall only account for work described herein.*

#### **1.1 Mission**

*1.1.1 The contractor shall provide all the necessary supervision, personnel, material, equipment, services and facilities (except as otherwise specified) to perform the tasks described below. The contractor shall be required to perform: a) Preventive Maintenance Services (2.1); b) Corrective Maintenance Services (2.2); c) Emergency Repair Services (2.3); d) General Support Services (2.4); e) Shop Support Services (2.5); and f) Administration and Management Services (2.6). The contractor shall pay careful attention to the limitations specified in 4.0 and shall seek written clarification from the Contracting Officer whenever a limitation is unclear or when the legitimacy of a task is in question.*

*1.1.2 The Las Vegas facility has a flexible work schedule. The facility will be in operation beginning at 6:00 a.m. and remain in operation until 6:00 p.m., Monday through Friday. The contractor shall establish a work schedule with its full-time employees working eight productive hours a day, Monday through Friday, exclusive of holidays. This work schedule shall fall within the above specified operating hours and shall be provided to the Project Officer for his approval prior to the first day of scheduled contract activity.*

#### **1.2 Personnel Requirements**

Attachment 1

Statement of Work with  
Exhibits 1 - 7

## **Statement of Work**

### **1.0 General**

*The U.S. Environmental Protection Agency's National Exposure Research Laboratory in Las Vegas, Nevada occupies three leased buildings on the campus of the University of Nevada, Las Vegas (UNLV). The main facility at 944 East Harmon has three buildings with approximately 52,000 square feet. The contractor shall be responsible for the operation, maintenance, and repair services for each of these buildings.*

*Please note the following statement is provided for information purposes only to make the contractor aware of potential future change in scope: The locations and scope of work pertaining to the Statement of Work (SOW) may change during the course of the contract. There is a potential that there may be reduction in scope in later periods of performance. The extent of any reduction and the time period for any changes in scope are unknown at this time. The contractor should not have the above stated potential future change in scope included in their pricing for this SOW until a revised SOW is provided by the contracting officer. Pricing shall only account for work described herein.*

#### **1.1 Mission**

*1.1.1 The contractor shall provide all the necessary supervision, personnel, material, equipment, services and facilities (except as otherwise specified) to perform the tasks described below. The contractor shall be required to perform: a) Preventive Maintenance Services (2.1); b) Corrective Maintenance Services (2.2); c) Emergency Repair Services (2.3); d) General Support Services (2.4); e) Shop Support Services (2.5); and f) Administration and Management Services (2.6). The contractor shall pay careful attention to the limitations specified in 4.0 and shall seek written clarification from the Contracting Officer whenever a limitation is unclear or when the legitimacy of a task is in question.*

*1.1.2 The Las Vegas facility has a flexible work schedule. The facility will be in operation beginning at 6:00 a.m. and remain in operation until 6:00 p.m., Monday through Friday. The contractor shall establish a work schedule with its full-time employees working eight productive hours a day, Monday through Friday, exclusive of holidays. This work schedule shall fall within the above specified operating hours and shall be provided to the Project Officer for his approval prior to the first day of scheduled contract activity.*

#### **1.2 Personnel Requirements**

1.2.1 The contractor shall ensure that all its on-site personnel are physically tested in accordance with **Exhibit 1**, entitled, "Medical Monitoring Program."

### 1.3 Facility Locations

Services shall be provided at the following facilities. Please refer to the exhibits attached to this statement of work: Site Plan, **Exhibit 2**, and the Floor Plans, **Exhibit 3**, providing general layout.

A. Executive Center (EXC) Leased from UNLV/24,800 GSF.

B. Chemistry Laboratory (CHL) Leased from UNLV/25,400 GSF.

C. Monitoring Systems Laboratory (MSL) Leased from UNLV/22,000 GSF.

### 1.4 Systems

The contractor shall be responsible for the operation and maintenance of the following systems which are primarily within the buildings and upon the roofs:

A. Heating, Ventilation and Air Conditioning equipment (HVAC).

B. Electrical power and lighting systems rated at 480 volts and less.

C. Water, drain and distribution systems.

D. Laboratory support systems.

E. Fire protection system.

F. Facility monitoring and control system.

G. Access control system.

## 2.0 Tasks

### 2.1 Preventive Maintenance Service

2.1.1 Preventive Maintenance Service is defined as the recurrent, day-to-day, periodic, or scheduled work required to preserve a real property facility and installed equipment so that it may continue to be used effectively for its designated purpose. Maintenance includes routine scheduled work required to restore components

- 2.3.1 Emergency Repair involves actions required to promptly respond to a situation in which critical equipment or systems have failed or are in imminent danger of failing and to restore them to operating condition as soon as possible.*
- 2.3.2 Emergency Repair may involve temporary repair or modification of equipment or systems to provide an alternate method continuing operations.*
- 2.3.3 Emergency Repair may occasionally require call back of off-duty personnel and/or unscheduled overtime work.*
- 2.3.4 The need for emergency repair and the action to be taken are determined by the contractor in accordance with guidance provided by the EPA Project Officer.*
- 2.3.5 Emergency repairs shall take precedence over all other categories of operations and maintenance work.*
- 2.3.6 During off-duty hours, the contractor shall respond within 90-minutes of discovery or notification of an emergency situation involving a critical system.*
- 2.3.7 The contractor shall establish emergency action plans for anticipated emergency situations at each of the facilities. The plans shall include notification procedures and training requirements in addition to the emergency actions to be taken in order to assure prompt and effective action if an emergency occurs.*

## *2.4 General Support*

- 2.4.1 The contractor shall provide general support as stated in written maintenance requests from the Project Officer. General Support involves a variety of tasks such as: 1) support for the setup of exhibits, special events, and similar occasions; 2) moving office furniture; 3) assembling office furniture; 4) cleanup of storm damage within buildings; 5) setting up of temporary offices; 6) installing chalk boards, poster boards and bulletin boards, and 7) maintenance and repair of EPA signage. Requests this type of support are generated electronically in an ESD data base referred to as the Facility Work Request Tracking System. Refer to **Exhibit 6**.*

## *2.5 Shop Support Services*

- 2.5.1 To support the type of work described in the previous paragraphs, the contractor shall provide shop support services in the areas of sheet metal work, machine work, pipefitting, plumbing, electrical, electronics, and general labor required to routinely maintain and repair existing facilities covered under this contract.*

2.5.2 The contractors shop operations and storage area shall be located in the Monitoring Systems Laboratory (MSL/POS), Room 36 & 42. This area is approximately 2,500 sq. ft. The contractor will be provided approximately 550 square feet of office space located in MSL/POS Room 35. The Government will provide only the equipment listed in **Attachment 3**. The Contractor shall provide all additional equipment required in the performance of this requirement. The contractor shall be accountable for all Government Furnished Property in its possession.

## 2.6 Administration and Management

2.6.1 The contractor shall provide sound general management to assure quality services are rendered with minimal impact to the normal operation of the facility, its occupants and other users. This shall include:

2.6.1.1 Planning and scheduling the work to effectively utilize the contractor's staff.

2.6.1.2 Analysis of existing procedures and the recommendation of changes to improve efficiency of operation.

2.6.1.3 Preparation of preventative maintenance inspection guides for new equipment.

2.6.1.4 Recommendation for improvements to the operating instructions and preventative maintenance guides.

2.6.2 Records and Reporting Administration: The contractor shall provide the administrative services necessary to comply with the record keeping and reporting provisions of this contract.

2.6.2.1 The contractor shall maintain up-to-date records. All records maintained under this contract are property of the EPA. The Government will provide the contractor with software for data tracking.

2.6.2.2 The following Operations Records shall be maintained by the contractor:

- (A) Boilers
- (B) Water Chillers
- (C) Water Treatment for Boilers and Cooling Towers
- (D) Indirect Evaporative Coolers

2.6.2.3 The following Preventive Maintenance (PM) records shall be maintained by the contractor:

- A. *Preventive Maintenance Equipment Summary (PM list) with PM frequency information.*
- B. *Equipment Data and Maintenance Record for each item on the PM list.*
- C. *Maintenance Guide for each item on the PM list.*
- D. *Maintenance File for each item on the PM list. Includes the following: Manufacturer's information, notes, additional data required to ensure full understanding of PM requirements.*
- E. *Monthly PM Status Report File.*

*2.6.2.4 The contractor shall maintain the following Service Request Records:*

- A. *Service Request Log which includes; date the request is received, priority, disposition, status (from receipt to final action), labor hours expended, material cost, and total cost.*
- B. *Records to indicate procedure used for establishing priority, determining costs, and assigning categories of work as used in the Financial Management Records and Reports.*
- C. *Monthly Service Request Status Report File.*

*2.6.2.5 The following Financial Management Records shall be maintained by the contractor:*

- A. *Labor Hour Records showing the labor category, category of work, and the Las Vegas program being served.*
- B. *Procurement Log which includes; Purchase Order number, date, item purchased, cost, vendor, and the use of the item.*
- C. *Overtime Record which contains information regarding times, dates, work accomplished, by whom, and the reason for using overtime work.*

*2.6.2.6 The contractor shall manage the Government-furnished Property as required by the Government Property Clause, FAR 52.245-5, and Section G of the contract. The contractor shall maintain a current, up-to-date listing of accountable property which shall include the present location of said property.*

*2.7 Safety, Health & Environmental Compliance Administration*

2.7.1 *The contractor shall ensure that all of its operations pursuant to this contract comply with all applicable federal, state, and municipal environmental and occupational safety regulations. Further, the contractor shall comply with all safety measures that the Project Officer may determine to be reasonably necessary in order to provide for the safety of the laboratory employees. The contractor shall also take all other safety measures necessary for the prevention of damage to all property, and for the avoidance of work interruptions in the performance of the contract.*

2.7.2 *Within 15 days after contract award, the contractor shall submit a written plan for complying with the Health and Safety standards. In addition, the contractor shall meet with the Project Officer to discuss and develop a mutual understanding relative to the administration of the overall safety program.*

1) *The ORD-MSL EMS team will compile a list of on-site contractors and concessionaires on a yearly basis.*

2) *The ORD-MSL EMS Lead Coordinators will work with the appropriate Extramural Management Specialists in OARs to ensure new and existing contracts contain the approved ORD Contract Language. (Statement of Work Attachments 1 and 2)*

3) *Where a concessionaire's or on-site contractor's work is associated with a SEA, the EMS Site Coordinator will work with the designated Contract Officer Representative (COR) to communicate to the Contracting Officer the applicable procedures and requirements to mitigate, minimize, or otherwise control the potential environmental impacts associated with the SEA.*

4) *The ORD-MSL EMS Site coordinators shall provide yearly facility-level EMS Awareness Training to federal employees, onsite contractors, and concessionaires.*

5) *The EMS Site Coordinators will work with the COR to review the performance status of concessionaires and contractor's EMS roles and responsibilities on a yearly basis to ensure conformance with the EMS.*

### ***Records Generated by this Procedure***

*Records to document EMS communications with suppliers or contractors include:*

- *Records maintained at the ORD-MSL EMS Central Office.*
  - *A list of concessionaires and contractors related to each laboratory facility.*

- *Records maintained by designated EMS Site Coordinators.*
  - *Record of facility level EMS Awareness Training.*
  - *Records of yearly concessionaire and contractor EMS Performance Reviews.*

### ***Revision History***

| <i>Revision Number</i> | <i>Description</i>  | <i>Date</i>    |
|------------------------|---|----------------|
| <i>02</i>              | <i>Updated the header to read “EMS Lead Coordinator”.</i>   | <i>4/27/11</i> |
| <i>03</i>              | <i>Updated the Contractor Review for EMS Performance form to include a question regarding sustainable acquisitions.</i> | <i>3/14/12</i> |

## Statement of Work Attachment 1

### **Statement of Work for New Contracts**

#### **Conformance with Environmental Management Systems**

*(Reference: Strengthening the Federal Environmental, Energy, and Transportation Management. Executive Order 13423, January 26, 2007.)*

*The Contractor shall perform work under this contract consistent with the relevant policy and objectives identified in the agency, organizational, or facility environmental management system (EMS) applicable for your contract and subcontracts. The Contractor shall perform work in a manner that conforms to all appropriate Environmental Management Programs and Operational Controls identified by the agency, organizational, or facility EMS, and provide monitoring and measurement information as necessary for the organization to address environmental performance relative to the environmental, energy, and transportation management goals. In the event an environmental nonconformance or noncompliance associated with the contracted services is identified, the contracting officer shall notify the contractor in writing with the appropriate corrective and/or preventative actions. In the case of a noncompliance, the Contractor upon written notification from the CO shall respond and take corrective action immediately. In the case of a nonconformance, the Contractor, upon written notification from the CO, shall respond and take corrective action based on the time schedule established by the EMS Site Coordinator. In addition, the Contractor shall ensure that their employees are aware of the roles and responsibilities identified by the environmental management system and how these requirements affect their work performed under this contract.*

*All on-site contractor personnel shall complete yearly EPA sponsored environmental training specified for the type of work conducted on-site. Upon contract award, the Contracting Officer's Representative will notify the facility-level Environmental Management Systems Coordinator to arrange EMS training for appropriate staff.*

- *Records maintained by designated EMS Site Coordinators.*
  - *Record of facility level EMS Awareness Training.*
  - *Records of yearly concessionaire and contractor EMS Performance Reviews.*

### ***Revision History***

| <i>Revision Number</i> | <i>Description</i>  | <i>Date</i>    |
|------------------------|---|----------------|
| <i>02</i>              | <i>Updated the header to read “EMS Lead Coordinator”.</i>   | <i>4/27/11</i> |
| <i>03</i>              | <i>Updated the Contractor Review for EMS Performance form to include a question regarding sustainable acquisitions.</i> | <i>3/14/12</i> |

## Statement of Work Attachment 2

### **Statement of Work for Existing Contracts**

#### **Conformance with Environmental Management Systems**

*(Reference: Strengthening the Federal Environmental, Energy, and Transportation Management. Executive Order 13423, January 26, 2007.)*

*The Contractor shall perform work under this contract consistent with the relevant policy and objectives identified in the agency, organizational, or facility environmental management system (EMS) applicable for your contract and subcontracts. The Contractor shall perform work in a manner that conforms to all appropriate Environmental Management Programs and Operational Controls identified by the agency, organizational, or facility EMS, and provide monitoring and measurement information as necessary for the organization to address environmental performance relative to the environmental, energy, and transportation management goals. In the event an environmental nonconformance or noncompliance associated with the contracted services is identified, the contracting officer shall notify the contractor in writing with the appropriate corrective and/or preventative actions. In the case of a noncompliance, the Contractor, upon written notification from the CO shall respond and take corrective action immediately. In the case of a nonconformance, the Contractor, upon written notification from the CO, shall respond and take corrective action based on the time schedule established by the EMS Site Coordinator. In addition, the Contractor shall ensure that their employees are aware of the roles and responsibilities identified by the environmental management system and how these requirements affect their work performed under this contract.*

*All on-site contractor personnel shall complete yearly EPA sponsored environmental training specified for the type of work conducted on-site. Upon inclusion in the contract Statement of Work, the Contracting Officer's Representative will verify that all contractor personnel have acquired EMS Awareness Training at their appropriate site or location.*

## Contract Review for EMS Performance

**Name of Contract Officer Representative:** Robert W. Andrews Jr.

**Name of Contractor:**

**ORD Location** (Circle one)    Ada       Athens    Corvallis    Duluth  
   Grosse Ile    Gulf Breeze       Las Vegas    Narragansett  
   Newport

The contract you manage has been identified as potentially impacting the significant environmental aspects of the ORD-MSL EMS. The requirements for meeting the EMS performance standards are listed below. Please indicate the status of the contractor's performance for each requirement by checking "Yes" if the requirement has been satisfied or "No" if it has not.

|   | <b>Performance Requirements</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b> |
|---|--|------------|-----------|------------|-----------------|
| 1 | Onsite contractor employees have attended EPA-provided EMS Awareness training.   |            |           |            |                 |
| 2 | Onsite contractors have provided monitoring and measurement information, as necessary, to address environmental performance goals of the EMS.  |            |           |            |                 |
| 3 | In the event of a nonconformance to the EMS, onsite contractors have responded and taken corrective action based on the time schedule established by the EMS Site Coordinator.             |            |           |            |                 |
| 4 | In the event of a noncompliance of an environmental regulatory program, onsite contractors have responded and taken corrective action immediately.   |            |           |            |                 |
| 5 | Onsite contractors have communicated with their employees the roles and responsibilities identified by the EMS and how these requirements affect their work under this contract.           |            |           |            |                 |
| 6 | Have actions under this contract met sustainable acquisition (i.e. green purchasing) requirements ( <a href="http://oamintra.epa.gov/?q=node/36">http://oamintra.epa.gov/?q=node/36</a> )? |            |           |            |                 |

\_\_\_\_\_  
Signature Contract Officer Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature EMS Site Coordinator

\_\_\_\_\_  
Date

## 2.8 Expendable Material and Supplies

*The contractor shall provide all expendable material, supplies, parts and other incidental items necessary for the performance of the work required herein. All such material acquired shall be reimbursed in accordance with CLIN 0001B, 0002B, 0003B, 0004B, and 0005B in Schedule B of the contract. To be reimbursed for said material and supplies, the contractor shall have the prior written approval of the Project Officer. **Note:** Medical Monitoring, travel, training, safety wear, uniforms, office supplies, equipment and tool costs are not to be charged to CLIN 0001B, 0002B, 0003B, 0004B, and 0005B in Schedule B of the contract.*

*2.9 The contractor shall provide identical uniforms to all its personnel to wear in association with their duties which shall clearly identify them as Contractor Operations and Maintenance personnel. Uniforms shall be kept in good condition, without tears or holes, and shall be cleaned as required. The contractor shall also provide necessary safety ware, such as safety shoes and safety glasses.*

## 3.0 Critical Facility Systems

*3.1.0 Critical Facility Systems are those systems that must be maintained in continuous 24-hour operation and are considered essential to the on-going research programs.*

*3.1.1 Critical Facility Systems are identified in **Exhibit 4**. They include heating, ventilating and air conditioning systems, laboratory exhaust systems, chilled water systems, heating water systems, the access control system and related door hardware, the fire detection and alarm system, and the facility monitoring and control system.*

*3.1.2 The contractor shall be responsible for assuring the continuous operation of the critical systems during the normal work week, Monday through Friday, as part of the normal work duties. During the weekend and on holidays, the contractor shall provide critical systems checks by walking each building and physically confirming that critical systems are in operation. This inspection shall be performed each and every Saturday, Sunday, and holiday between the hours of 8:00 a.m. and 4:00 p.m. This walk-through inspection should normally take approximately two hours. During this same time, the contractor shall physically check and assure that all building exterior doors/entrances are locked and secured.*

*3.1.3 In the event that a critical system is found to have failed, the contractor shall notify the Project Officer, or the designated on-call EPA representative, and begin steps*

*to put the system back into operation. Refer to Paragraph 2.3.3 on emergency repair times for further details.*

#### **4.0 Limitations**

*4.1 Engineering Services are not to be performed under this contract. Engineering Services are defined as those services normally provided by a professional architect/engineering consulting firm, such as the preparation of drawings and specifications for alterations and modifications to real property.*

*4.2 Facility Alterations shall not be performed under this contract. Facility Alterations are considered to be: Construction work associated with the erection, installation or assembly of a facility, including the conversion, expansion, addition, or extension of an existing facility which provides new floor space, cubage, or applicable units of measurements, total replacement of a facility and/or the physical relocation of a facility from one location to another. For buildings and structures, it may include site preparation, including demolition, excavation, landfill, utility system connections and extension, site improvements such as roads, walks, parking areas, landscaping and exterior or interior real property installed equipment. The contractor shall not add, expand, extend, physically enlarge, or in any way increase the overall dimensions of the facility. As a general rule, if the dimensions used to record the facility in inventory are increased, then an addition, expansion or extension has occurred. **Such services are excluded from this contract.***

*4.3 The contractor shall not be tasked to provide engineering services in support of facility alterations, construction, conversion, addition or improvement to the facilities. This does not preclude the contractor from making suggestions to the Project Officer on proposed solutions or approaches to be used in any of the above actions based on the contractor's experience or knowledge of the facility.*

*4.4 Limitations pertaining to Custodial, Grounds Maintenance and other Services:*

*4.4.1 The contractor shall only provide **emergency** cleanup services related to facility problems. Emergency cleanup might be the result of water line breaks, storm damage and cleanups related to emergency repair of critical equipment.*

*4.4.2 The contractor has no direct responsibility for: janitorial services, with the exception of those identified above; window washing (inside and outside); parking lot lighting; trash removal and dumpsters; pest control (inside and outside); grounds maintenance, including lawn, shrubs, trees, sprinklers, sidewalks, driveways and parking lots; security services; roof and roof drain maintenance; and underground utility services, including power, water, natural gas, sewer, lawn sprinkling, telecommunication, fire alarm and chilled water piping.*